## HYBRID COLLABORATIVE DELIVERY TEAM - INTEGRATED PROJECT DELIVERY PROCESS

Kick Off meeting/ Phone call to determine if the project qualifies for the BIM/IPD Process. Submit Preliminary meeting Application to EPM

#### PRELIMINARY MEETING

Required information from Customer:

- Agenda
- Project overview, 3D model (LOD 100 or 200)
- Contact list for Project Team
- Tentative permit dates, Project documents submission dates
- **HCDT** use of MegaTime Program

#### Follow Up:

- **Upload Meeting Minutes to EPM**
- Meeting minutes must list the projected number of Deliverables.

# **UMBRELLA PERMIT SUBMISSION TO EPM**

### PER NC LAW AND ADMIN CODE SECTION 106.2.3.1

- On Schedule Application
- Appendix B
- **Building Permit Application**
- Address Verification form
- **Scoping Letter**
- Phasing Plan if needed
- Any reference documents in PDF format
- Other agencies application forms

Note: 100% site civil drawings are required to be submitted and approved at 1st deliverable

## **ITERATION** Deliverable, Model Update Upload RTAP application and Scoping letter to EPM. Check lead times for coordination Review time estimated based on scoping letter Review date established based on plans submittal date. Review files (2d DWF and 3d NWC) uploaded to Dropbox (Minimum LOD 300) Min. 48 hrs. prior to review date **PLAN REVIEW** Review parameters limited to the scoping letter Ν **COMMENTS?** DWF files with redlines along with the comment list and viewpoints from NWF Model update/ Deliverable closed. files shall be placed in the cloud and the Review comments entered into customer will be contacted via email **PROJECT** EPM. COMPLETE? Review Files saved and retained in the cloud MegaTime billed based only on the current iteration scope Place project on interactive status in EPM Ν У У **COMMENTS?** Revised Drawings uploaded to Dropbox. Reviewers check for compliance Legend:

### **Project Closeout:**

- Validation review is initiated with request for final inspection
- Code Officials verify Validation Documents
- All Sheet Indexes from Previous iterations will be checked against all the final documents saved for retention
- DWF files will be stamped and extracted into PDFs and copied on a CD
- Password protected NWD file will be published and copied on a CD
- Final project completion statement entered into EPM
- 1 copy of DVD returned to customer. 1 copy archived for retention

CO issued by Document Control

Deliverable – the first review of phases or components of a project that need approval prior to construction. Model Updates- consists of changes to a model or drawing that have been previously approved and is requiring a plan review.

Iteration – a cyclical process consisting of model updates or deliverables that facilitates the review of projects.

Field Comments – Any revision requested by inspector.

Owner/ Contractor Comments - Any revisions

requested by owner or contractor.

DWF Files – Design Web Format (DWF) 2D files extracted from BIM files that contains design data.

NWF, NWC, NWD files - Navisworks file format used to export the 3D model

Dropbox – a cloud service used by Mecklenburg County to upload and share files.

Validation Review – final check of documents to ensure model and construction drawings match the building, prior to issuing the Certificate of Occupancy (CO).